

SECRET

0-262

0-175 DDS

SA/S

1988

DEC 1978

By: 015

May 23 1955

Change in Class. ☐

Declassified ☐

Class. Changed for TS S C

Next Review Date: \_\_\_\_\_

Auth: HM 70-3

Date: \_\_\_\_\_

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Staffing Pattern Increase, Mail and Courier Branch, Office of Logistics.

REFERENCE: Staff Study dated December 23, 1954, to the Chief, Hqnt. Staff for Chief of Logistics (Attached as Exhibit A)

1. PROBLEM:

To determine the need for increased staffing for the Mail and Courier Branch with relation to current and known future requirements.

2. FACTS BEARING ON THE PROBLEM:

Paragraph 2 of Exhibit A lists the pertinent facts with respect to this problem. The material has been reviewed and concurred in by the Management Staff.

3. DISCUSSION:

The attached Exhibit A was forwarded to the Office of Current Intelligence for their concurrence or comment in view of the recommendation to transfer to the OGI T/O three Couriers detailed by Logistics to OGI on a full-time basis. In commenting on this proposal, OGI advised us of a staff study approved by the then DD/A on 24 February 1953, which provided that the then General Services Office (now Logistics) should provide courier service to OGI. This staff study had not been available to Logistics at the time they prepared the attached Exhibit A and as a result of reviewing the facts stated in the 1953 staff study, Logistics has withdrawn their proposal to transfer these three Couriers from their T/O to OGI, concurring in our view that the Agency as a whole is better served by the present arrangement.

The attached Exhibit A also proposes that a Courier, carried on the Logistics T/O and detailed full-time to the Office of Personnel, be transferred to the Personnel T/O. The Office of Personnel concurs in this recommendation and since the condition with respect to their Courier work differs from that in OGI in that the Personnel Office can absorb the Courier's leave without replacement, we agree that the position should be transferred. The courier to be transferred now carries a Logistics Office career designation, but in accordance with the general practice throughout the Agency, upon transfer to the Personnel Office,

25X1A his career designation will be changed to Personnel. Replacement, in the event this transferred Courier should leave Personnel Office, might be either from the Logistics Office courier staff, if for any reason such a transfer would be appropriate, or by direct recruiting. Personnel Office concurrence is attached as Exhibit B. Their recommendation to the effect that another Courier [REDACTED] now carried on an Interim Assignment Branch slot, be transferred to one of the regular Personnel Office slots has already been carried out.

The attached Exhibit A discusses in detail the increase in workload and requests a T/O increase of seven consisting of one GS-4 Courier and six WH-3 Laborer positions. The workload information, shown in Exhibit A, has been reviewed by this staff and found to be adequate justification for the increase.

Exhibit B also contains the Personnel Office concurrence as to grades for the seven additional positions requested.

Attached as Exhibit C is memorandum dated 28 February 1955 from the Budget Division with respect to funds. Exhibit A, Paragraph 5c, requested an increase of \$4,900 for Fiscal Year 1955. However, we are now advised by the Logistics Office that this increase will not be necessary. The additional seven positions will require an increase in OI funds totalling \$21,021. Credited against this is the estimated saving in overtime totalling \$11,161. Accordingly the overall net increase required by this T/O change totals \$9,860.

Detailed discussion with respect to the increases and transfer proposed is contained in Exhibit A.

#### 4. CONCLUSIONS:

25X9 As indicated above, it is the conclusion of this Staff that the Mail and Courier Branch is not adequately staffed to perform its work. We also agree that the table of organization should be increased, as requested, but in view of the fact that the Logistics Office is still under their existing ceiling ([REDACTED] vacant ceiling slots as of 12 May 1955), no ceiling increase is necessary at this time.

#### 5. RECOMMENDATIONS:

It is recommended that:

- 25X9 a. The Logistics Office Table of Organization be increased by the addition of [REDACTED] Laborer positions, but that there be no increase in ceiling at the present time.

CONFIDENTIAL

- b. The GS-4 Courier position, salary and funds be transferred from the Office of Logistics to the Office of Personnel.
- c. That the Office of Logistics budget allotment for the Fiscal Year 1956 be increased by a net of \$9,860, as outlined in Exhibit C attached.

  
Chief, Management Staff

25X1A

**ATTACHMENTS:**

- Exhibit A - Proposal
- Exhibit B - Concurrence of Personnel
- Exhibit C - Concurrence of Budget

**APPROVAL:**

Date:

30 May 1955  
LSI  
L. E. WHITE  
Deputy Director (Support)

**DISTRIBUTION:**

- Orig. 3 1 - Office of Personnel (w/att)
- 2 - ED/A (w/att) ✓
- 1 - Logistics Office
- 1 - Comptroller
- 1 - MS Comback

MS/WRM:ee (20 May 1955)

CONFIDENTIAL